



## Job Opportunity Bulletin

### Consultant in Teacher Preparation (Program Evaluation and Research)

**Tenure/Timebase:** Permanent/Full Time  
**Work Hours:** 8:00 am – 5:00 pm  
**Office/Location:** California Commission on Teacher Credentialing  
Professional Services Division  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
**Salary:** \$5349 - \$6498  
**Final Filing Date:** May 20, 2005 or until filled  
**Contact:** Lori Gonzales (916) 324-8004

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#### DUTIES:

Under the direction of the Administrator of the Program Evaluation and Research Unit of the Professional Services Division, the incumbent is responsible for the following:

- Coordinate the implementation of reforms to credential standards and certification structures. Lead initial review process for proposals responding to new program standards and guidelines for preliminary and professional clear administrative services credential programs.
- Coordinate the work of and facilitate meetings of Subject Matter Advisory Panels in the development of subject matter requirements and subject matter program standards for prospective teachers. Assist the testing contractor in obtaining expert advice to inform the development of the California Subject Examination for Teachers in specific subject areas.
- Coordinate subject matter program reviews. Provide technical assistance to programs responding to adopted standards. Oversee the review of program proposals by professional educators.
- Write correspondence and develop other informational materials related to the work of the Professional Services Division.
- Complete closing details on the California Mathematics Initiative for Teaching (CMI) and Pre-intern programs, including final accounting of funding distributed to LEAs participating in the CMI and reviewing appeal applications for renewal of pre-intern certificates.

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#### CONDITIONS OF EMPLOYMENT:

- Fingerprint Clearance is required

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#### DESIRABLE QUALIFICATIONS:

- Ability to communicate clearly and tactfully
- Ability to read and follow written and oral instructions
- Ability to change tasks and work with multiple task assignments
- Good attendance, punctuality, and work attitude

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#### WHO MAY APPLY:

Applications will be accepted from individuals at the Consultant in Teacher Preparation (Program Evaluation and Research) level, those with transfer eligibility, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) procedures.

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#### IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Lori Gonzales. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.